

## **SENIOR HUMAN RESOURCES ANALYST**

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### **DEFINITION**

Leads major projects in technical human resources work in the areas of recruitment, selection, classification, compensation, employee benefits, and safety; performs the more difficult and sensitive professional human resources work; assigns and reviews the work of assigned professional and/or other staff; consults with and advises management and supervisory staff.

### **EQUIPMENT, METHODS & GUIDELINES**

Uses Federal, State and local laws, policies, procedures, as well as municipal regulations. Record keeping, telephones, FAX machine, PC terminal, various software applications, printer, calculator, adding machine, copy machine and various resource materials.

### **WORKING CONDITIONS**

Predominantly inside work. Conditions also involve some travel and attendance at meetings, including some that are conducted in the evening. May also include irregular hours.

### **PHYSICAL DEMANDS**

The work emphasizes speech, hearing and vision (including that color vision necessary for accurately interpreting visual displays), as well as ability to understand and carry out oral and written instruction. The work requires the ability to bend and reach, as well as the ability to operate a variety of business machines. It may require the ability to lift objects weighing up to thirty pounds such as files, folders, records, etc.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Director of Human Resources; may exercise technical and functional supervision over Human Resources Technician and administrative staff.

### **EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:**

Manages, monitors, evaluates and participates in the programmatic administration and operations of assigned human resources functions, policies, processes, procedures and program budgets.

Manages, monitors and coordinates the work of consultants.

Serves as the subject matter expert regarding assigned human resources functions within the department; provides professional support and available resources to the Director of Human Resources, the City's management and employees; provides guidance with respect to assigned programmatic areas.

Identifies opportunities for improvement in the current policies, procedures and systems of assigned human resources functions; develops recommendations for changes recognizing the implications of recommendations; implements changes as appropriate and as directed.

Provides supervision to lower level professional, technical and administrative personnel.

Acts for the Human Resources Director in his/her absence or when so assigned.

Conducts assigned personnel related surveys and studies, analyzes data and prepares reports, including recommendations; researches, compiles, analyzes and evaluates general and statistical information regarding selection procedures, recruitment methods, equal employment, benefits administration and other HR practices and procedures.

Assists departments in determining most effective organizational structure and staffing patterns using current classifications or developing new ones as appropriate.

Provides assistance in labor relations activities including negotiations and contract interpretation.

Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for staff, supplies, and equipment; monitors and controls expenditures.

Oversees the City's recruitment and selection program, including brochure development, screening guidelines, test question design, and candidate management; develops and administers selection processes for compliance with state and federal legislation and with City ordinances.

Assists with the management of the City's classification plan; conducts job analyses, develops classification specifications and prepares related recommendations.

Advises departments regarding grievances and/or disciplinary actions; interprets policies, regulations and codes.

Identifies, plans, organizes and facilitates various training activities related to mandated training such as safety, security, and fire prevention.

Administers equal employment and affirmative action programs, as directed; conducts preliminary investigation of discrimination and harassment complaints and compliance enforcement activities for City departments.

Administers various benefit programs, including but not limited to health, life, vision, dental, and unemployment insurance, retirement and deferred compensation plans; prepares recommendations regarding third party administrators, City self-insured programs, and other benefit programs.

Builds and maintains positive working relationships with co-workers, other City employees and

the public using principles of good customer service.

Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

Principles and practices of HR administration and principles of organization and management.

Classification and job analysis; recruitment, interviewing and personnel selection, test construction and administration; compensation systems design and administration; performance management; labor and employee relations;

Workers compensation laws of California; applicable federal, state, and local laws and regulations; public retirement systems; employee benefits.

Modern office procedures, methods and computer equipment.

Computer software, including word processing, spreadsheet, and database applications.

English usage, spelling, punctuation, and grammar.

Elementary statistics, including calculation of mean and median.

### **Ability to:**

Apply principles and practices of human resources administration.

Read, analyze, evaluate and summarize written materials and statistical data.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Prepare technical written materials and apply statistical formulae.

Interpret and apply pertinent local, State, and Federal laws and regulations.

Maintain confidentiality.

Plan, coordinate and organize work to meet deadlines.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

**EXPERIENCE AND TRAINING**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Five years of progressively responsible professional human resources administration experience. Some supervisory experience preferred.

**Training:**

Equivalent to a Bachelor's degree from a university with college level courses in human resources, statistics, public administration, business practices, or a closely related field.

**LICENSE OR CERTIFICATE**

Possession of, or ability to obtain, a valid California driver's license as required by the position.